

The Vocabcord 200 for Warehouse Work: Polish

The Vocabcord 200 for Warehouse Work is a hand-written list of 200 Polish phrases for warehouse and delivery workers starting a job in Poland, grouped by the shape of a working day rather than by grammar. Every row carries the phrase, what it means in English, and a note wherever register, a regional variant or a false friend changes what you should say. It is language for the job, and it is not instruction in how to do the job.

Polish as spoken on a warehouse floor and a loading bay in Poland; floor words noted where they differ from the textbook. Register: Pan and Pani at the gate, in the office and with a driver you do not know; ty on the floor from about the second sentence, with the switch noted where it happens.

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The gate: security, the pass, finding the right building

ARRIVAL · 12 PHRASES

POLISH	ENGLISH	NOTE
Dzień dobry, jestem nowy.	Good morning, I'm new here.	A woman says jestem nowa. Polish marks the speaker's gender on adjectives and on every past-tense verb, so a lot of this list changes ending for her.
Pierwszy dzień, mam się zgłosić do biura.	It's my first day, I'm supposed to report to the office.	Mam plus an infinitive is I am supposed to. It reports an instruction somebody gave you and takes the decision off your shoulders.
Do kogo mam się zgłosić?	Who do I report to?	
Gdzie jest portiernia?	Where's the gatehouse?	Portiernia is the window you report to first. Ochrona is the security team sitting in it, and both words get used for the same building.
Mam awizację na ósmą.	I've got a booked slot at eight.	Awizacja is the delivery slot booked in advance. Say the word at the gate and you skip the whole explanation.
Proszę o przepustkę.	A pass, please.	Proszę o plus the accusative is the standard counter request: proszę o przepustkę, proszę o pieczętę, proszę o podpis.
Gdzie mam zaparkować?	Where should I park?	
Którą bramą mam wjechać?	Which gate do I drive in through?	Instrumental case with no preposition: bramą, wjazdem. It answers by which way, and Polish uses it for the route through something.
Gdzie jest magazyn numer dwa?	Where's warehouse two?	Numbers stay plain here: magazyn dwa, rampa trzy, brama pięć, all said as cardinals with no ending on them.
Dokumenty poproszę.	Papers, please.	Poproszę after the noun is the softest way to ask for anything in Poland. At a gate it is still an instruction.
Proszę czekać.	Please wait.	Proszę plus an infinitive is how staff address anyone they do not know. Polite, completely impersonal, and you will hear it all day.
Proszę wjechać i skręcić w prawo.	Drive in and turn right.	

The phrases that stop a mistake before it lands

ADMIN · 15 PHRASES

POLISH	ENGLISH	NOTE
Nie zrozumiałem.	I didn't catch that.	About the sentence just said. A woman says nie rozumiałam.
Nie rozumiem.	I don't understand.	Present tense says you are lost in general, and it invites a much longer explanation than you wanted. Reach for nie zrozumiałem first.

The phrases that stop a mistake before it lands

ADMIN · 15 PHRASES

POLISH	ENGLISH	NOTE
Proszę powtórzyć.	Say that again, please.	To anyone you are on Pan or Pani with. To a workmate it shortens to powtórz.
Powtórz, nie słyszałem.	Say again, I didn't hear you.	Nie słyszałem is I did not hear it. Nie zrozumiałem is I heard it and it meant nothing. On a warehouse floor the first one is usually the true one.
Wolniej, proszę.	Slower, please.	
Ślabo mówię po polsku.	My Polish isn't good.	Ślabo mówię is what people actually say. Nie mówię po polsku ends the conversation, and by your second week it is no longer true anyway.
Napisz mi to.	Write it down for me.	To a workmate. To the office it is proszę mi to napisać. Numbers survive the noise on paper when they do not survive it in the air.
Pokaż mi.	Show me.	Two syllables, works at any distance, and it is the fastest way past a word you do not have.
Chwileczkę!	One second!	A diminutive of chwila and the floor's default for hold on. Sekundkę works the same way. The plain chwilę sounds curt beside them.
Nie wiem, sprawdzę.	I don't know, I'll check.	
Nie jestem pewien.	I'm not sure.	A woman says nie jestem pewna. Of all the gender endings in this list, this is the one people notice fastest and mind least.
To nie do mnie, zapytaj brygadzysty.	That's not for me to say, ask the foreman.	Zapytać takes the genitive of the person: brygadzysty, kierownika, lidera. Brygadzysta runs your team on the floor and is who you ask first.
Potrzebuję pomocy.	I need help.	
Sam tego nie uniosę.	I can't lift this on my own.	Unieść is to lift and hold something. Podnieść is to pick it up off the floor. Sama tego nie uniosę from a woman.
Stój!	Stop!	Shouted, at a person. Stop is what is written on the sign and on the button. Stój is what you yell at somebody about to walk into something.

The changing room, the vest and the safety talk

ARRIVAL · 13 PHRASES

POLISH	ENGLISH	NOTE
Gdzie jest szatnia?	Where's the changing room?	
Potrzebuję szafki.	I need a locker.	Szafka is a diminutive of szafa, a wardrobe. Almost everything small and metal in a Polish workplace takes that ending.

The changing room, the vest and the safety talk

ARRIVAL · 13 PHRASES

POLISH	ENGLISH	NOTE
Gdzie odbieram odzież roboczą?	Where do I pick up my work clothes?	
Poproszę buty w rozmiarze czterdzieści trzy.	Size 43 boots, please.	European sizes, said as one number: czterdzieści trzy. Buty ochronne or buty robocze, both understood.
Gdzie są rękawice?	Where are the gloves?	
Kamizelka jest obowiązkowa.	The hi-vis is compulsory.	Kamizelka odblaskowa in full, kamizelka everywhere else. Obowiązkowy is the word on every sign that means you have no say in it.
Bez butów ochronnych nie wejdiesz na halę.	You're not getting on the floor without safety boots.	Hala is the big open warehouse space. Magazyn is the whole site, which is why people work na hali and w magazynie.
Mam szkolenie BHP o dziewiątej.	I've got the safety training at nine.	BHP is bezpieczeństwo i higiena pracy, health and safety. Said as three letters, be ha pe, and every job in Poland starts with it.
Muszę podpisać listę obecności.	I have to sign the attendance sheet.	Nothing on a Polish site counts as having happened until a name is on a piece of paper about it.
Gdzie jest apteczka?	Where's the first aid kit?	
Gdzie jest wyjście ewakuacyjne?	Where's the emergency exit?	
Nie wolno tu palić.	No smoking here.	Nie wolno is it is not allowed, with nobody doing the allowing. It is the most common ban you will hear spoken on a Polish site.
Przyłóż kartę do czytnika.	Tap your card on the reader.	Przyłożyć is to hold one thing against another. The turnstile, the clock and the door all take that same verb.

Shift start: who is who, and the handover you take

ARRIVAL · 13 PHRASES

POLISH	ENGLISH	NOTE
Na którą zmianę przychodzę jutro?	Which shift am I on tomorrow?	Pierwsza zmiana starts around six, druga around two, trzecia at ten at night.
W tym tygodniu robię nocki.	I'm on nights this week.	Nocka, the diminutive of noc, is the only word anyone on the floor uses for a night shift. Nocna zmiana is what the rota prints.
Kto jest dzisiaj brygadzystą?	Who's the foreman today?	Instrumental after być: brygadystą, kierownikiem, liderem. That ending is what tells you a role is being named rather than a person.
Gdzie mam dzisiaj stanąć?	Where am I working today?	Stanąć is literally to stand. On a warehouse floor it means the station you are put on for the shift.

Shift start: who is who, and the handover you take

ARRIVAL · 13 PHRASES

POLISH	ENGLISH	NOTE
Co dzisiaj robimy?	What are we on today?	
Dzisiaj jesteś na kompletacji.	You're on picking today.	The locative names the job: na kompletacji, na pakowaniu, na przyjęciu, na załadunku.
Zostało dużo z nocy.	There's a lot left over from nights.	
Co zostało z poprzedniej zmiany?	What's left from the last shift?	
Ile mamy dzisiaj palet?	How many pallets have we got today?	Dwie, trzy, cztery palety. Then pięć palet and everything above it in the genitive plural. Polish counts in two shapes and switches at five.
Na co mam uważać?	What do I need to watch out for?	The question that turns a list of jobs into a plan for the morning. Uważać na plus the accusative.
Dostawa przyjeżdża o dziesiątej.	The delivery gets in at ten.	
Dzisiaj jest dużo roboty.	It's a busy one today.	Robota is work as a quantity of it. Praca is work as a job you hold. Nobody standing on a warehouse floor says praca.
Bierzemy się do roboty.	Let's get going.	

The floor: aisles, racking, locations

THE WORK · 12 PHRASES

POLISH	ENGLISH	NOTE
Gdzie jest ta lokalizacja?	Where's this location?	Lokalizacja is the bin address on the shelf, a letter and some digits. It is the most-said noun of a picking shift.
Który regał?	Which racking?	Regał is the racking, poziom is the level on it, counted from the floor up. Poziom zero is the one you pick from.
Trzecia alejka, drugi poziom.	Aisle three, level two.	
Nie ma tego na miejscu.	It's not in its slot.	Nie ma plus the genitive is Polish for there is no. It is how absence gets reported all day, and the noun behind it changes shape.
Towar jest na górze.	The stock's up top.	Towar is the goods sitting as stock. Ładunek is the same goods once they are somebody's consignment on a lorry.
Skończył się towar.	We've run out.	
Trzeba to uzupełnić.	That needs restocking.	Uzupełnienie is replenishment, the job of bringing stock down to the pick face. Trzeba plus an infinitive says it must be done without saying by whom.

The floor: aisles, racking, locations

THE WORK · 12 PHRASES

POLISH	ENGLISH	NOTE
Gdzie jest strefa przyjęć?	Where's goods in?	Przyjęcie is goods in, wydanie is goods out. The same two words name the areas, the paperwork and the jobs.
To idzie na wydanie.	This goes to goods out.	
Zawieź to do strefy zwrotów.	Take this over to returns.	Zawieźć is to take something somewhere on wheels. Zanieść is to carry it there in your hands. A warehouse hears the difference.
Ile jeszcze zostało?	How much is left?	
Alejką jest zablokowana.	The aisle's blocked.	

Picking: the scanner, the location, the count

THE WORK · 12 PHRASES

POLISH	ENGLISH	NOTE
Skaner mi nie działa.	My scanner isn't working.	The handheld is a skaner, a terminal or a kolektor depending on the warehouse. All three mean the thing in your hand.
Nie zeskanowało.	It didn't scan.	No subject at all. Polish reports a machine failing to do its job this way, and nobody in the sentence is being blamed.
Kod się nie czyta.	The barcode won't read.	
Ile mam pobrać?	How many do I take?	Pobrać is the word on the screen. Out loud it is wziąć: ile mam wziąć.
Wziąłem dwadzieścia sztuk.	I've taken twenty units.	Sztuka is a unit or a piece and it is how everything gets counted. Wziąłem from a woman, which changes the vowel as well as the ending.
To nie ten towar.	This is the wrong item.	Nie ten is literally not this one. It is how Polish says wrong when there is a right one somewhere nearby.
Zamówienie jest gotowe.	The order's ready.	
Brakuje trzech sztuk.	Three units are missing.	Brakuje always takes the genitive, so the number changes shape behind it: brakuje jednej, dwóch, pięciu sztuk.
Policzyłem, zgadza się.	I've counted them, it tallies.	Policzyłem is a finished count. Liczyłem says you were counting and stops short of a result. One prefix carries that whole difference.
Zgadza się?	Does that tally?	
Nie zgadza się.	It doesn't tally.	

Picking: the scanner, the location, the count

THE WORK · 12 PHRASES

POLISH	ENGLISH	NOTE
Muszę policzyć jeszcze raz.	I need to count it again.	

Packing, wrapping, labels

THE WORK · 11 PHRASES

POLISH	ENGLISH	NOTE
Potrzebuję kartonów.	I need boxes.	Karton is the box. Pudełko is a small box at home, and you will not hear it once on a shift.
Ten karton jest za mały.	This box is too small.	
Owiń tę paletę.	Wrap that pallet.	Folia is the stretch wrap, owijarka is the machine that puts it on. Owinąć is perfective: wrap it and be finished.
Skończyła się folia.	We're out of wrap.	
Przyklej etykietę.	Stick the label on.	Etykieta is the printed label with the barcode. Naklejka is any other sticker.
Etykieta się odkleiła.	The label's come off.	
Źle nakleitem.	I've stuck it on wrong.	Źle plus a verb is Polish for did it wrong. It carries no drama at all, and saying it straight away costs you nothing.
To jest kruche.	This is fragile.	Kruche for something that breaks. Ostrożnie, careful, is what gets printed on the box and shouted over it.
Trzeba to zabezpieczyć.	That needs securing.	Zabezpieczyć covers strapping, wrapping and padding. It says make it safe to move and leaves the how to whoever is standing there.
Waga się nie zgadza.	The weight doesn't match.	
Ile waży ta paleta?	How much does this pallet weigh?	

The loading bay

THE WORK · 13 PHRASES

POLISH	ENGLISH	NOTE
Jestem na załadunku.	I'm on loading.	Załadunek is the operation and the word painted on the bay. Ładunek, one syllable shorter, is the cargo itself. A bay uses both in one sentence.
Rozładunek na rampie trzy.	Unloading at bay three.	Rozładunek is the same word with the undoing prefix on it. Rampa is the dock, and it is numbered.

The loading bay

THE WORK · 13 PHRASES

POLISH	ENGLISH	NOTE
Podjedź pod rampę.	Pull up to the bay.	Podjechać is to bring a vehicle up to something. Every driver hears it twenty times a day and no course teaches it.
Zaczynamy załadunek.	We're starting the load.	
Ile palet wchodzi?	How many pallets go in?	Wchodzić, to go in, is what pallets and boxes do in Polish. Ile wejdzie is the question about how much will fit.
Naczepa jest pełna.	The trailer's full.	Naczepa is the semi-trailer, przyczepa is a drawbar trailer, ciężarówka is the lorry as a whole. Drivers hear all three as different vehicles.
Zostały jeszcze dwie palety.	Two pallets still to go.	
Załadowane.	Loaded.	A participle standing on its own, which is how a shift reports a finished job: załadowane, spakowane, policzone, zrobione.
Zamknij naczepę.	Close the trailer up.	Perfective imperative, the neutral one. The imperfective zamykaj means start closing it now and lands as impatience.
Plomba numer siedem cztery dwa.	Seal number seven four two.	Plomba is the security seal on the trailer doors, and its number goes on the paperwork. Digits get read out one at a time.
Palety wymieniamy?	Are we swapping pallets?	Euro pallet exchange. The shortest question on the bay and the one with the longest argument behind it.
Nie mam palet do wymiany.	I've got no pallets to swap.	
Ile jeszcze będziemy stać?	How much longer are we waiting?	Stać is to stand, and a lorry that is not moving is standing. Postój is the wait itself, and it is what the argument about waiting is called.

Around the forklift

THE WORK · 11 PHRASES

POLISH	ENGLISH	NOTE
Mam uprawnienia na wózki.	I've got a forklift licence.	Uprawnienia is always plural. Wózek widłowy in full, wózek on the floor, where the same word also means a hand trolley.
Nie mam uprawnień.	I'm not licensed.	Genitive after a negative: mam uprawnienia turns into nie mam uprawnień. Every Polish object changes case when the verb goes negative.

Around the forklift

THE WORK · 11 PHRASES

POLISH	ENGLISH	NOTE
Wózek jest na ładowaniu.	The forklift's on charge.	Naładować is to charge a battery, załadować is to load a vehicle. One prefix apart, and on a warehouse floor they are opposite jobs.
Bateria się rozładowała.	The battery's flat.	
Wózek się zepsuł.	The forklift's broken down.	Zepsuł się, with się, means it broke by itself. Zepsułem means you broke it. That one word is doing a lot of work.
Zgłoś to kierownikowi.	Report it to the manager.	Zgłosić covers reporting a fault, an absence and an accident. Dative for the person: kierownikowi, brygadziście, liderowi.
Potrzebuję wózka.	I need a forklift.	Potrzebować always takes the genitive: potrzebuję wózka, potrzebuję pomocy, potrzebuję kartonów.
Nie wchodź pod widły.	Don't go under the forks.	Widły is plural only. Polish negative imperatives take the imperfective, so it is nie wchodź and never nie wejdź.
Cofam!	Backing up!	First person, shouted. You will hear it far more often than you say it, and it is one to react to before you have translated it.
Uwaga, wózek!	Mind the forklift!	
Nie stój tutaj.	Don't stand here.	

Making yourself heard across the floor

PEOPLE · 13 PHRASES

POLISH	ENGLISH	NOTE
Uwaga!	Watch out!	One word, and about the only warning that carries over a running engine. Everything longer arrives too late.
Z drogi!	Out of the way!	Blunt and completely normal on a floor. Said to a stranger in a shop it would be rude. Here it is the shortest safe sentence there is.
Jedzie!	Coming through!	Literally it is driving. Shouted, it means something with wheels is about to be where you are standing.
Do tyłu!	Back up!	
Nie słyszę cię!	I can't hear you!	
Głośniej!	Louder!	

Making yourself heard across the floor

PEOPLE · 13 PHRASES

POLISH	ENGLISH	NOTE
Pokaż palcem.	Point at it.	Instrumental for the thing you do it with: palcem, ręką. Over a forklift engine a finger beats a sentence every time.
Chodź tu!	Come here!	Fine between workmates and rude to anyone you are on Pan or Pani with. To them it is proszę tu podejść.
Zaraz przyjdę!	Coming!	Zaraz is in a moment. Za chwilę is the same promise with a little more patience in it.
Trzymaj!	Hold this!	Bare imperatives are the floor's normal register between workmates and carry no rudeness at all. Aim the same one at a visitor and it does.
Dawaj!	Go on then!	An imperfective imperative used as encouragement. No dawaj, dawaj is a whole sentence and some shifts run on it.
No.	Yeah.	The most misread word in Polish. No means yes, right, go on. Nie is no. One letter apart, and it is the letter that carries the meaning.
Spoko.	It's fine.	Short for spokojnie, calmly. It answers a thank you, an apology and a request, and it is the floor's most-used word after no.

The driver and the warehouse, both sides of it

PEOPLE · 16 PHRASES

POLISH	ENGLISH	NOTE
Mam dostawę do was.	I've got a delivery for you.	
Skąd Pan jedzie?	Where have you come from?	Pan is the default with a driver you do not know. On a bay it often softens to ty inside two sentences, and he will be the one who softens it.
Panie kierowco, proszę podjechać.	Driver, pull forward please.	Panie kierowco is the vocative, a case Polish keeps for calling out to someone. A loading bay is where you hear it most.
Jestem na miejscu.	I'm here.	Na miejscu is on site. The same two words in a warehouse aisle mean in its proper slot.
Będę o czternastej.	I'll be there at two.	Work times use the 24-hour clock and an ordinal: o czternastej, o szesnastej. Say o drugiej and somebody will ask which two you mean.
Mam opóźnienie.	I'm running late.	
Stoję w korku.	I'm stuck in traffic.	
Ile będę czekał?	How long will I be waiting?	

The driver and the warehouse, both sides of it

PEOPLE · 16 PHRASES

POLISH	ENGLISH	NOTE
Proszę zaczekać w kabinie.	Wait in the cab, please.	
Może Pan otworzyć naczepę?	Could you open the trailer?	Może Pan plus an infinitive is the polite request. Grammatically it asks whether you are able to, and everyone reads it as a favour asked.
Gdzie mam podpisać?	Where do I sign?	
Proszę tu podpisać.	Sign here, please.	
Potrzebuję pieczętki.	I need a stamp on this.	A rubber stamp still settles things in Poland that a signature on its own does not. Ask for it before you pull away, never after.
Kiedy mogę jechać?	When can I go?	
Może Pan jechać.	You're free to go.	
Szerokości.	Safe roads.	Short for szerokiej drogi, a wide road. Drivers say it to each other instead of goodbye and it has no English equivalent.

When something is wrong: damage, shortages, mistakes

ADMIN · 12 PHRASES

POLISH	ENGLISH	NOTE
Paleta jest uszkodzona.	The pallet's damaged.	Uszkodzony for damaged goods, zepsuty for a machine that has stopped working. A crushed carton is uszkodzony and never zepsuty.
Karton jest rozerwany.	The box is torn open.	
Coś się rozlało.	Something's leaked.	
Zrobiłem błąd.	I made a mistake.	Zrobiłam from a woman. Pomyliłem się is the softer version, I got it mixed up, and it is what most people reach for first.
Pomyliłem się.	I got it mixed up.	
Trzeba to zgłosić.	That has to be reported.	
Zrobiłem zdjęcie.	I took a photo.	A photo of the damage before it moves is where every claim in this trade starts, and the sentence is short enough to say under pressure.
To trzeba spisać.	This needs writing up.	Spisać is to write something down as a record. Protokół szkody is the damage report the office will ask for by name.
Brakuje jednej palety.	One pallet is missing.	

When something is wrong: damage, shortages, mistakes

ADMIN · 12 PHRASES

POLISH	ENGLISH	NOTE
Jest o dwa kartony za dużo.	There are two boxes too many.	Nadwyżka is a surplus, niedobór a shortage. Both turn up on the paperwork and neither one is an accusation.
Zawołaj kierownika.	Get the manager.	Zawołać is to call somebody over. Zadzwoń is to phone them. On a floor you nearly always want the first one.
Nie podpiszę tego.	I'm not signing this.	A driver's refusal over a damaged load, and it arrives fast. What happens next is your employer's procedure, and this list has no view on it.

Paperwork, stamps and the system

ADMIN · 11 PHRASES

POLISH	ENGLISH	NOTE
Gdzie jest list przewozowy?	Where's the consignment note?	List przewozowy on a domestic run, CMR across a border, said as three letters, ce em er.
Potrzebuję WZ.	I need the goods issue note.	WZ is wydanie zewnętrzne, said as two letters, wu zet. Every load leaving a Polish warehouse has one behind it.
Podbij mi kwit.	Stamp my docket.	Kwit is any slip of paper that proves something happened. Podbić is the verb for stamping it, not ostemplować.
Tu brakuje podpisu.	There's no signature here.	
Proszę podpisać czytelnie.	Please sign legibly.	Czytelny means readable. On Polish forms it is a standing instruction, and in practice it means print your surname as well.
Nie mam tego w systemie.	I haven't got it in the system.	System covers every piece of warehouse software there is, whatever brand name sits on the login screen. Nobody ever says the brand.
System się zawiesił.	The system's frozen.	Zawiesić się is what software does when it stops responding. Padł, a blunt past tense, is what people say when it dies completely.
Nie mam dostępu.	I don't have access.	
Trzeba to wprowadzić do systemu.	That has to go into the system.	
Wszystko się zgadza.	It all matches.	
Proszę o numer zamówienia.	The order number, please.	

Workmates, the break and the small talk

PEOPLE · 15 PHRASES

POLISH	ENGLISH	NOTE
Jak masz na imię?	What's your name?	Imię is the first name, nazwisko the surname. Ask for imię on the floor and for nazwisko only when a form is asking.
Miło mi.	Good to meet you.	
Idziesz na przerwę?	Coming for your break?	
Idę na kawkę.	I'm off for a coffee.	Kawka, a diminutive of kawa, is not a smaller coffee. It is a friendlier one, and Polish puts that ending on almost anything it likes.
Idę na fajkę.	I'm going for a smoke.	Fajka is a pipe in a dictionary and a cigarette everywhere else. Na fajkę names the break rather than the cigarette.
Ile mamy przerwy?	How long is the break?	Genitive after ile: ile przerwy, ile czasu, ile palet. The counting word drags the noun after it into a different shape.
Gdzie jest stołówka?	Where's the canteen?	
Możesz mi pomóc?	Can you give me a hand?	Możesz to a workmate, może Pan to anyone else. That switch is the only register decision this list asks you to make, and it runs all day.
Zaraz ci pomogę.	I'll help you in a second.	
Daj mi chwilę.	Give me a minute.	
Nie ma sprawy.	No problem.	The standard reply to a thank you and to an apology alike. Nie ma za co answers only a thank you.
Dzięki wielkie.	Thanks a lot.	Dzięki is the workmate version of dziękuję. Use the full word with anyone you are on Pan or Pani with.
Skąd jesteś?	Where are you from?	
Dasz radę?	Can you manage?	Dać radę is to cope with something. Dam radę, the answer, is two of the most useful words in the language.
Do jutra.	See you tomorrow.	

The rota, the swap, the overtime and the pay

ADMIN · 10 PHRASES

POLISH	ENGLISH	NOTE
Gdzie jest grafik?	Where's the rota?	Grafik is the shift rota. The same word also means a graphic designer, and only the room tells you which one is meant.

The rota, the swap, the overtime and the pay

ADMIN · 10 PHRASES

POLISH	ENGLISH	NOTE
Kiedy mam wolne?	When am I off?	Wolne is time off as a noun: mam wolne, biorę wolne. Urlop is booked holiday with a form behind it.
Chciałbym wziąć urlop.	I'd like to book some holiday.	Chciałbym is the conditional, and it is how adults ask for things at work. Chcę, I want, sounds like a child. Chciałabym from a woman.
Zamienisz się ze mną?	Will you swap with me?	A perfective future used as a request is friendly and completely normal: zamienisz się, podasz, pomożesz. It sounds nothing like a demand.
Zostaniesz na nadgodziny?	Are you staying for overtime?	
Nie mogę dzisiaj zostać.	I can't stay on today.	
Jestem chory, nie przyjdę.	I'm ill, I won't be in.	Jestem chora from a woman. L4 is the sick note, said as the letter and the number, and the office will ask for it by that name.
Kiedy jest wypłata?	When's payday?	Wypłata is payday and also the money that lands on it. Pensja is the salary as a figure.
Muszę wyjść wcześniej.	I need to leave early.	
Kto mnie zastąpi?	Who's covering for me?	

End of shift, and the handover you give

THE WORK · 11 PHRASES

POLISH	ENGLISH	NOTE
Kończę o czternastej.	I finish at two.	
Wszystko zrobione.	All done.	Zrobione on its own is how a finished job gets reported. Robione would say somebody is still at it.
Nie zdążyłem tego skończyć.	I didn't get this finished.	Zdążyć is to make it in time. Nie zdążyłem says the clock beat you and blames nobody, which is why it is worth having ready.
To zostawiam na następną zmianę.	I'm leaving this for the next shift.	
Reszta jest na jutro.	The rest is for tomorrow.	
Posprzątaj po sobie.	Clear up after yourself.	Po sobie is after oneself. It is on the sign in every Polish break room and it gets said out loud as well.
Odstawiam wózek na ładowanie.	I'm putting the forklift on charge.	Odstawić is to put something back where it lives. Odłożyć is to put it down for now.

End of shift, and the handover you give

THE WORK · 11 PHRASES

POLISH	ENGLISH	NOTE
Zdaję zmianę.	I'm handing over.	Zdać zmianę is to hand the shift on, przejąć zmianę is to take it. The pair works like passing a baton and nobody explains it to you.
Kto przejmuje po mnie?	Who's taking over from me?	
Muszę odbić kartę.	I have to clock out.	Odbić kartę is to clock in and to clock out. Only the direction you are walking tells anyone which one you meant.
Dobrej zmiany.	Have a good shift.	Said to the person coming on as you go off, built like dobrej nocy. Do jutra is what you say to everybody else.